

# Principal Investigator Status Request

University policy defines “principal investigator (PI) status” as the eligibility to submit proposals for research, training, or public service contracts or grants to extramural agencies, subject to approval of the appropriate department chair or center director. Individuals who submit applications to committees overseeing internal University protocols (IBC, IRB, IACUC, RSC, Laser Safety, Lab Safety - non-biological) must also hold PI status, whether or not the research study is supported on external or internal (i.e., institutional or personal) funds.

Depending on position, title and rank, University personnel may (a) be automatically eligible for PI status, (b) be ineligible for PI status, or (c) be eligible for PI status only after approval by the appropriate University official(s). As outlined in the [BU Policy on PI Status](#) on the Office of Research website, exceptions to the policy will only be made under very special circumstances and will require submission of the Principal Investigator Status Request form below.

All applications for PI status must be submitted to the Associate Provost for Research or their designee at least one month prior to submitting a Proposal Summary Form for the proposed project. The AVP Research has delegated authority to the Provost of the Medical Campus to approve applications for PI status on the Medical Campus.

## SECTION 1: APPLICANT INFORMATION

**Applicant Name**

**Applicant Email**

**Applicant Title or Role**

**Department/Center**

**College/School**

**Supervisor/Mentor Name**

**Supervisor/Mentor Email**

**Approval Requested:** One-time PI status for this project

Blanket status (five years) - not applicable to postdocs

## SECTION 2: PI CRITERIA CHECKLIST

YES NO

The applicant is a paid, full-time employee, and the employment relationship with the department or center/institute is expected to continue for the lifetime of the project.

The applicant will be involved in the sponsored project in a significant manner. Primary responsibility may not be delegated explicitly or implicitly to individuals who do not qualify, and have not been approved, to serve as PI/PPD.

The grant or department will provide sufficient capital resources to undertake the project (e.g., equipment, space, compensation for personnel, etc.).

For each graduate student participating in the project, a qualified faculty member has been identified to assure that the student's research program and the education derived from it are consistent with the degree for which the student is a candidate. (Leave blank if N/A.)

## SECTION 3: POSTDOCS ONLY

**Applicant Hire Date**

If the end date of the applicant is prior to the end date of the proposed award, please describe plans for re-appointment and the funding sources available. If the proposed award fully covers the individual's salary, state that here.

**Applicant End Date**

YES NO

The award is small in scope (<\$250k direct costs)

The award does not require direct supervision of research personnel or student progress

The postdoc will receive mentoring from the faculty member supervising their appointment and sponsoring this request

#### SECTION 4: ADMINISTRATIVE STAFF ONLY

YES NO

The proposed research meets a programmatic need of the University and is well aligned with the individual's job responsibilities

*Meeting a programmatic need means addressing an area of investigation that is not currently covered at the University and is endorsed by a sponsoring member of the faculty and/or University Leadership. Research that may be important and for which outside funding is available will not be judged as meeting the programmatic need criterion unless it facilitates the ongoing objectives of the University in an identifiable and direct way.*

#### SECTION 5: LETTER OF RECOMMENDATION

Please attach a short letter describing the following areas:

- how the proposed research or project is congruent with the interests of the department
- the qualifications of the applicant relevant to competing for external funding with a reasonable possibility of success
  - attach separately an updated CV
- the candidate's demonstrated ability to carry about responsibilities of PI, including meeting staged programmatic objectives of projects and administrative management of projects (financial and personnel)
- for postdoctoral scholars, a brief description of the mentoring plan to ensure that the postdoc has appropriate training to meet the obligation of a PI

#### APPROVALS

Department Chair or Institute/Center Director Signature

Printed Name

Date

Dean Signature

Printed Name

Date

Associate Provost for Research (or Designee) Signature

Printed Name

Date